

# College Scholarship Application How to Apply & Checklist

FINANCIAL AID AND SCHOLARSHIP SERVICES 2024-2025 ACADEMIC YEAR

## Step 1 FOR ALL APPLICANTS

DUE: JANUARY 19, 2024

### Complete CSS Profile Application



Complete and submit your 2024-2025 [CSS Profile](#).


- KS Code Number is **0274**
- Fee is \$25 (College Board offers automatic CSS Profile fee waivers for U.S. undergraduate applicants from families making up to \$100,000 a year.)

## Step 2 FOR ALL APPLICANTS

DUE: JANUARY 31, 2024

### Submit 2022 Financial Documents to [IDOC](#)

- Filed 2022 Federal Income Tax Return (Student and/or Parent) and;
- All 2022 W-2 Forms (employer-issued) and/or Form1099s and;
- All Schedules filed with 2022 Federal Income Tax Return

 If **you were not required** to file a 2022 Federal Income Tax Return, upload the **Means of Support** form to your KS Net Partner Student Portal by the January 31, 2024 due date.

- Means of Support Form

## Step 3 FOR ALL APPLICANTS

DUE: JANUARY 31, 2024

### Check your email to access your KS Net Partner Student Portal.

Once you have submitted your CSS Profile, you will receive an email containing your Student Web ID. This ID is essential for accessing your [KS Net Partner Student Portal](#).

New applicants are required to complete and submit the following forms:

- KS Certification and;
- Affirmation Statement and;
- KS College Scholarship Short Answer

Additionally, all applicants should regularly check their Net Partner Student Portal for any additional requirements.

#### REMINDERS

- Review the status of your documents in [KS Net Partner Student Portal](#), Documents & Messages
- Register with Kamehameha Schools Ho'oulu Verification Services Center. For more information, visit: <https://apps.ksbe.edu/datacenter>
- Ensure uploaded files are clear and legible
- Check your emails daily, including junk/spam folder
- Update your contact information

#### FOR ASSISTANCE, CONTACT

**KS Resource Center**  
(808) 534-8080 or  
+1 (800) 842-4682, then press 3  
Email:  
[kscollegescholarships@ksbe.edu](mailto:kscollegescholarships@ksbe.edu)

Learn more and apply at [ksbe.edu/college](https://ksbe.edu/college)



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